

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DIVISION MANAGER - ROADS
CLASS CODE: 2093

FLSA STATUS: EXEMPT
SUPERVISORY STATUS: SUPERVISORY

EFFECTIVE DATE: 09/30/2016 (REVISED 10/17/2014 VERSION)
DEPARTMENT: PUBLIC WORKS

JOB SUMMARY

Under general direction, supervises, plans, and coordinates the activities of the Roads Division.

CLASS CHARACTERISTICS

This is a division manager classification level.

ESSENTIAL FUNCTIONS

Supervises, plans, coordinates, and directs the work of the division including vegetation management activities under the Noxious Weed Act.

Makes staffing decisions within the division including hiring, training, performance evaluation, scheduling of work load, and retention of assigned personnel.

Compiles, maintains, and reviews all reports, daily work records, time cards, payroll information, work specifications, and appropriate personnel documentation within the division.

Supervises and correlates division involvement with volunteer groups and outside agencies.

Makes maintenance and purchasing decisions for equipment, tools, and supplies within the division.

Assists in the preparation of the division budget and monitors and approves division purchase orders and expenditures.

Coordinates activities with contractors to ensure that all projects are completed according to specifications, plans, applicable codes, and the intent of the contract.

Supervises the construction, maintenance, and snow removal for County roads, bridges, culverts, gutters, sidewalks, fences, and related facilities.

Orders materials for division use including road gravel, chips, oil, salt and cinders, culvert pipe, and fencing.

Supervises all design, volunteer, private partner, construction, and maintenance projects within the division.

Responds to questions and complaints from the public concerning the County road system.

Responds to emergency situations on an on-call basis as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Mechanical applications.
 Road construction methods and techniques.

Skill in: Document composition.
 Reading, writing, and math.
 Interpersonal communication.
 Operating road construction machinery and heavy equipment.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities.
 Communicate effectively verbally and in writing.
 Maintain files, records, and reports.
 Coordinate multiple tasks efficiently.
 Read blueprints, plans, and specifications.

PHYSICAL DEMANDS

Regularly: walk, stand, or stoop; drives a motor vehicle

Occasionally: lift or otherwise move objects weighing up to 80 pounds. Ascend or descend ladders, scaffolding, ramps, poles, and the like. Use tools or equipment requiring a high degree of dexterity. Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces. Work for sustained periods of time maintaining concentrated attention to detail. Need to distinguish between shades of color. Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work requires the use of protective devices such as masks, goggles, and gloves; and Work exposes incumbent to unknown and dangerous conditions.

EDUCATION AND EXPERIENCE

Equivalent to a Bachelors Degree in Construction Management or a closely related field; and five (5) years of formal work experience performing road or heavy earth construction activities including two (2) years in a supervisory capacity.

LICENSING AND CERTIFICATION

Incumbent must be certified as a Forklift Operator; and must possess a valid State of Utah Commercial Driver's License.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.